Complaint Information Form

U.S. Department of Labor

Civil Rights Center



1. Complainant Information: State your name and address:		elephone nun	nber(s)	of the following Department of Labor programs were involved? (Check one)*	
	Home	<u>197</u>		Workforce Investment Act(WIA) MSHA	
	- 1101110 -	Area Code	Number	Welfare to Work OSHA Job Training (JTPA) WIN	
				Job Corps	
	Work	Area	Number	Youth Linemakeursest lesurance	
Social Security Number	<u>-</u> 0	Code		Unemployment Insurance Apprenticeship	
(disclosure of Social Security Number is voluntary)				Older Americans	
				New Directions	
 Respondent Information: Provide name and address of agency involved 	ielepn	one Number		Displaced Worker	
		57		Other: Specify *At the local level, these programs	
		Area	Number	may be known by a different name.	
		Code		8. Basis of Complaint: Which of the follow- ing best describes why you believe you were discriminated against: (Check)	
				Race: Specify	
3. What is the most convenient time and place for us to contact you about this complaint?				Color: Specify	
3. WINE IS THE INDST CONVENIENT THE STIC PIECE IO SE TO C.	onicot you a			Religion: Specify	
		Massacra 4 . 22		National Origin: Specify	
				Sex: Specify Male Female	
4. To your best recollection on what date(s) did the discr	Age: Specify Date of Birth				
Date of first occurrence	Date	of most recer	nt occurrence	— Disability	
5. Have you ever attempted to resolve this complaint at the local level?				Political Affiliation: Specify	
NoYes				Citizenship: Specify	
a. Have you been provided with a final decision at the local level regarding your complaint? Date of final decision (if any)			Reprisal/Retaliation Other: Specify		
No Yes				9. Do you think the discrimination against you involved: (Check one)	
b. Have 90 days elapsed since you filed or attempted to file your complaint at the local level?	,	50.77	attempted to file the local level	Your job or seeking employment? or your using facilities or someone providing/not providing you with services or benefits?	
No Yes				If so, which of the following are involved?	
				Hiring	
Explain as briefly and clearly as possible what happe against. Indicate who was involved. Be sure to include	ned and hove how other	v you were c	liscriminated e treated	Transition	
differently from you. Also attach any written material	pertaining to	your case.		Wages	
				Job Classification Discharge/Termination	
				Promotion	
				Training	
				Transfer	
				Qualification/Testing	
	 			Grievance Procedure	
				Layoff/Furlough	
				Recall (From Layoff-Furlough) Seniority	
			행 - <u> </u>	Intimidation/Reprisal	
				Harassment	
				Access/Accommodation	
<i>f</i>				Union Activity	
				Union Representation	
				Application	
		<u> </u>		Enrollment	
				Referral Fyclusion	
	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	<u> </u>		Exclusion Placement	
				CCCCCCI	
CIF received by CRC Accepted Not A	ccepted	Case Numb	er.	Performance Appraisal	
				Discipline/Reprimand	
CIF received by CRC Accepted Not A		De		Other: Specify	
			an na an a		

C. Why do you believe these events occurred?	14. Do you have an attorney?
	If yes, please provide name, address and phone:
	15. Have you filed a case or complaint with
	any of the following?
1. What other information do you think is relevant to our investigation?	Civil Rights Division, U.S. Dept. of Justice U.S. Equal Employment Opportunity Commission
	Federal or State Court
	—— Your State or local Human Relations/Rights Commission
	16. For each item checked in #15 above, please provide the following information:
	Agency:
	Date Filed:
	Case or Docket Number
12. If this complaint is resolved to your satisfaction, what remedies do you seek?	Date of Trial or Hearing:
	Location of agency or Court:
	Name of Investigator:
	Status of Case:
	Comments:
13. Please list below any persons (witnesses, fellow employees, supervisors, or others) that we may contact for additional information to support or clarify your complaint:	
Name Address Telephone Number	
	Agency:
	Date Filed:
	Case or Docket Number:
	Date of Trial or Hearing:
	Location of agency or Court:
	Name of Investigator:
	Status of Case:
	Comments:
Signed (Complaint NOT VALID unless signed) Date	

U.S. Department of Labor, Civil Rights Center

NOTICE ABOUT INVESTIGATORY USES OF PERSONAL INFORMATION

Two Federal laws govern personal information to Federal agencies, including the Civil Rights Center (CRC): the Privacy Act of 1974 (5 U.S.C. 552) and the Freedom of Information Act (5 U.S.C. 552) or "FOIA". Please read this description of how these laws apply to information connected with your complaint. After reading this notice, please sign and return the consent agreement printed on the back of this notice, along with your complaint form.

The PRIVACY ACT protects individuals from misuse of personal information held by the Federal government. The law applies to records that are kept and can be located by the individual's name, social security number, or other personal identification system. Anyone who submits information to CRC in connection with a discrimination complaint should know the following:

- CRC has been authorized to investigate complaints of discrimination on the basis of race, color, national origin, age, and
 handicap, and in some programs on the basis of sex, religion, citizenship, and political affiliation or belief, in programs
 that receive Federal funds through the Department of Labor. CRC is also authorized to conduct reviews of federally
 funded programs to assess their compliance with civil rights laws.
- Information that CRC collects is analyzed by authorized personnel within CRC. This information may include personnel or program participant records, and other personal information. CRC staff may want to reveal some of the personal information to individuals outside the office in order to verify facts related to the complaint, or to discover new facts which will help CRC determine whether the law has been violated. Such information could include, for example, the physical condition or age of a complainant. CRC may also have to reveal personal information to a person who submits a request for disclosure authorized by the Freedom of Information Act.
- Information submitted to CRC may also be revealed to persons outside of CRC because it is necessary in order to
 complete enforcement proceedings against a program that CRC finds to have violated the law or regulations. Such
 information could include, for example, the name, income, age, marital status or physical condition of the complainant.
- Any personal information you provide may be used only for the specific purpose for which it was requested. CRC requests personal information only for the purpose of carrying out authorized activities to enforce, and determine compliance with, civil rights laws and regulations. CRC will not release personal information to any person or organization unless the person who submitted the information gives written consent, or unless release is required by the Freedom of Information Act.
- No law requires that a complainant reveal personal information to CRC, and no action will be taken against a person who denies CRC's request for personal information. However, if CRC cannot obtain the information needed to fully investigate the allegations in the complaint, CRC may close the case.
- Any person may ask for, and receive, copies of all personal materials CRC keeps in his or her file for investigatory use.

AS A POLICY, CRC DOES NOT REVEAL NAMES AND OTHER IDENTIFYING INFORMATION ABOUT INDIVIDUALS UNLESS IT IS NECESSARY TO COMPLETE INVESTIGATION OR ENFORCEMENT ACTIVITIES AGAINST A PROGRAM WHICH HAS VIOLATED THE LAW. CRC never reveals to the program under investigation the identity of the person who filed the complaint, unless the complainant first gave CRC written permission to do so.

The FREEDOM OF INFORMATION ACT (FOIA) gives the public maximum access to Federal government files and records. Persons can request, and receive, information from many types of records kept by the Government—not just materials that apply to them personally. The Civil Rights Center must honor most requests for information submitted under FOIA, but there are exceptions.

- CRC is usually not required to release information during an investigation or an enforcement proceeding if that release
 would limit CRC's ability to do its job effectively; and
- . CRC can refuse to disclose information if release would result in a "clearly unwarranted invasion" of a person's privacy.

PLEASE READ AND SIGN SECTION A OR SECTION B OF THE CONSENT FORM, PRINTED ON THE BACK OF THIS NOTICE, AND RETURN IT TO THE CIVIL RIGHTS CENTER WITH YOUR SIGNED, COMPLETED COMPLAINT INFORMATION FORM.

CONSENT FORM

I have read the Notice about Investigatory Uses of Personal Information, printed on the front of this form. I understand the following provisions of the Privacy Act and Freedom of Information Act, which apply to personal information I reveal to the Civil Rights Center in connection with my complaint:

In the course of investigating my complaint, CRC may have to reveal my identity to staff of the program named in my complaint in order to obtain facts and evidence regarding my complaint;

I do not have to reveal any personal information to CRC, but CRC may close my complaint if I refuse to reveal information needed to fully investigate my complaint;

I may request and receive a copy of any personal information CRC keeps in my complaint file for investigatory uses; and

Under certain conditions, CRC may be required by the Freedom of Information Act to reveal to others personal information I have provided in connection with my complaint.

SECTION A	YES, CRC MAY DISCLOSE MY IDENTITY IF NECESSARY understand the notice, and I consent for CRC to process my	
	(Signature)	(Date)
SECTION B		
	NO, CRC MAY NOT DISCLOSE MY IDENTITY, EVEN IF NE and understand the notice, and I do not consent for CRC to derequest that CRC process my complaint, however, I understaint investigate without disclosing my identity. I also understand investigation because I have not consented for CRC to reveal	lisclose my identity during investigation of my complaint. I and that CRC may cancel my complaint if it cannot fully that CRC may close my complaint if it cannot begin an
	(Signature)	(Date)